



SIS[®] Project Setup Information



Once all fields have been filled in, please save the form to your computer, and then email the form to your internal Agile Department Administrator (if available). If you do not have an Agile Department Administrator, please email the completed form to sis@mca.net

Project Name:	
Job Name: <i>(can distinguish different areas of project)</i>	
Job #:	
Division:	
PM:	
Foreman:	
Start Date:	
End Date:	
* Shift StartTime:	
* Shift EndTime:	

Please add any additional Reason Codes or make any adjustments to the standard Reason Codes listed below.

Standard Reason Code List:	Add / Adjust as Needed	Notes:
Absenteeism		
Area Not Ready		
Change Orders		
Coordination Issues		
GC/Schedule Issues		
Labor Quality/Skill Issue		
Labor/Personnel Issues		
Lack of Access to Area		
Manpower Shift from Supervision		
Material		
Technical/Design Issues or Questions		
Tools/Equipment		
Trade Interference		
Underestimated Scheduled Work		
Weather		